

Higher Education Awards and Graduation Procedures

Introduction

These procedures apply to the processing of all student requests for awards and to attend graduation.

Position Responsible: Higher Education Administration Officer

Department: Higher Education Administration

Coordinating Department(s): Student Services, Student Administration

Definitions

Academic Regalia	The full academic dress required to be worn by graduands attending graduation ceremonies and by staff who are part of the procession.
Aegrotat Award	An Award Program deemed as complete, due to an incapacity that precludes the formal completion of an Award Program.
Award Program	A program of study accredited by the relevant state government department authorizing Carrick Higher Education to issue the award in accordance with the AQF.
Award Date	The date on which the Carrick Higher Education Academic Advisory Board (AAB) approves the recommended award for the applicant.
Award Recipient	A Carrick Higher Education student who has submitted an Application for Award for an Award Program and is eligible to receive the Award and received a Testamur for that same Award Program.
Ceremony Schedule	List of graduation ceremony dates, times and venues for graduation ceremonies.
Completion Date	The date advised to the Student Administration Department that the student has completed the Award Program. This date is usually the Approved Results Release Date as defined in the Academic Calendar.
Graduate	A person who has successfully completed, and has been conferred and awarded, a degree.
Graduation	Formally admitted to the Award. This date appears on the testamur.
Graduand	A person who has been deemed eligible to receive an award but the award is yet to be conferred.
Letter of Completion	A letter issued by Carrick Higher Education indicating the satisfactory completion of a program.

Definitions

Posthumous Award	An Award Program deemed as complete, after the time of death of the student.
Replacement Testamur	A replacement certificate issued when an Award Program has been completed and that Award conferred.
Testamur	A certificate issued at graduation upon admission to the relevant Award.

Procedures

	Procedure steps	Responsibility
1.0	Testamurs	
1.1.	Submit completed Request to Graduate form to the Student Administration Department.	Student
1.2.	Replacement Testamurs	Student
	1.2.1. Submit completed Request for Replacement Testamur form with the appropriate fees to the Student Services Department. 1.2.2. In the case of a testamur that has been irrecoverably lost or destroyed: <ul style="list-style-type: none"> • Provide a statutory declaration outlining the circumstances of the loss, or • In the case of a testamur to be replaced because of a name change: <ul style="list-style-type: none"> a) Return the original testamur to Carrick Higher Education; and b) Provide a certified copy of change of name certification showing previous and new names, such as: <ul style="list-style-type: none"> ➤ a Change of Name Certificate from the Registry of Births, Deaths and Marriages, or ➤ a Marriage Certificate, or ➤ a Decree Nisi and/or Birth Certificate 	
2.0	Graduation Ceremony	
2.1.	Scheduling of Graduation Ceremony Prepare Graduation Ceremony Schedule each year listing the standard graduation ceremonies for the current year.	AAB / Academic Director

	Procedure steps	Responsibility
2.2.	Application for Graduation Ceremony	
	2.2.1. Submit completed Application for Award/Graduation form to the Student Services Department with appropriate graduation fee	Student
	2.2.2. Verify whether student has met the requirements for the award	Academic Director or nominee
	2.2.3. Confirm outcome of application to student and date of formal conferral.	Student Services Department.
	2.2.4. Arrange for formal conferral of award at appropriate graduation ceremony	
2.3.	Deferral of Graduation Ceremony	
	2.3.1. Submit completed Amendment to Application for Award/Graduation form, with appropriate fee, to the Student Services Department.	Student
3.0	Academic Regalia for Hire	
3.1.	Submit completed Academic Regalia Hire form with appropriate fees and proof of award, to the Student Services Department. Students must meet the eligibility requirements. Acceptable proof of award or graduation includes: <ul style="list-style-type: none"> • Letter of completion • Academic statement indicating program completion • Testamur 	Student
3.2.	Collect academic regalia from the Student Services Department.	Student
3.3.	On return of undamaged items within the hire period, refund deposit paid.	Student Services Department
4.0	Aegrotat or Posthumous Awards	
4.1.	Review/Recommendation	
	4.1.1. Preliminary review: Invite two to review the available work in order to determine whether the primary requirement has been met. The assessors cannot be the supervisor or associate supervisor of the student. Unanimous agreement must be reached in order to proceed.	Academic Director / AAB

Procedure steps	Responsibility
4.1.2. Supervisor's Role: The supervisor may be requested to provide supplementary and/or explanatory material to facilitate the assessors' understanding of the student's research contribution. A statement will then be appended to the thesis indicating the work undertaken by the supervisor on the student's behalf.	Academic Director / AAB
4.1.3. Examination: Examiners must give an unequivocal statement as to whether evidence exists to indicate that the student would have successfully completed the requirements of the Award Program and qualified had they been free of injury, illness or death.	Academic Director / AAB
4.2. Application for Aegrotat or Posthumous Award	
4.2.1. Submit to Student Administration Department: <ul style="list-style-type: none"> • Completed Aegrotat/Posthumous Application for Award on behalf of the student. The form may be completed by a member of the student's family, the Dean/Director of the awarding academic unit responsible for the program or by an Administrative Officer responsible for processing the award. • Memo confirming student's eligibility to graduate and requesting that a recommendation be put forward to Carrick Higher Education Academic Award Board to have the award conferred as an aegrotat or posthumous award. 	Academic Director / AAB
4.2.2. Forward recommendation to Carrick Higher Education Academic Award Board for approval.	Student Administration Department
4.3. Approval	
4.3.1. Review the recommendation and based on the above policy hand down their decision on whether the award can be conferred as an aegrotat or posthumous award. 4.3.2. Notify Student Operations of the outcome. 4.3.3. Advise awarding academic unit of outcome. 4.3.4. Contact family, or the supervisor in the case of a research student, to arrange for award to be presented.	Academic Director / AAB/ Student Administration Department

	Procedure steps	Responsibility
4.4.	Conferral	
	4.4.1. A testamur conferred in aegrotat or posthumously should not be different from other testamurs, although a special mention should be made in the program and in the conferral proceedings which highlights the fact that the award is being presented as aegrotat or posthumous.	Student Administration Department
	4.4.2. Wherever possible, the posthumous or aegrotat award should be conferred at the point in time when the student might otherwise have expected to graduate, providing it is within two years of the student's injury/illness or death.	
5.0	Request for Letter of Completion	
5.1.	Submit completed Request for Letter of Completion form to Student Information Centre.	Student
5.2.	Confirm eligibility for award with Awarding Academic Unit.	Student Administration Department
5.3.	Prepare Letter of Completion and forward to applicant.	Student Administration Department

Related Policies

CHEMP 3 Student Fees and Charges

CHEMMP 49 Higher Education Awards and Education Policy

Related Forms

CHESMF 40 Application to Graduate form

CHESMF 41 Amendment to Graduate form

CHESMF 42 Request for Replacement Testamur form

CHESMF 43 Academic Regalia Hire form

CHESMF 44 Request for Letter of Completion form

Location

P Drive